



**AGENDA**  
**AIRPORT BOARD MEETING**  
**February 10th, 2011 - 3:00 p.m.**  
**Kelso City Hall**  
**203 South Pacific, Kelso, WA 98626**

1. Call to Order
2. Approval of Minutes of January 13th, 2011
3. Acknowledgment of Vouchers
4. Public Comments
5. FBO Report
  - a. Board questions
6. Airport Manager Report
  - a. Written Report
7. Public Works Director Report
  - a. Written Report
8. Adjournment - Next meeting date March 10th, 2011 at City Hall



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Airport Advisory Board Meeting  
Thursday January 13, 2011  
Southwest Washington Regional Airport  
2215 Parrott Way, Kelso WA 98626

Those present were as follows:

**Airport Board:**

Darold Dietz, Port of Longview  
Jerry Sorrell, Cowlitz County  
Ken Botero, City of Longview  
David Fatcher, City of Kelso

**Staff:**

David Sypher, Public Works Director  
Becky Hill, Department Assistant  
Don Bell, Assistant Airport Director  
Denny Richards, City Manager

1. **Call to Order:** Meeting was called to order at 3:00 pm by Chairman Darold Dietz.
2. **Approval of Minutes:** December 9, 2010 – Motion made by Board Member Botero, motion second by Board Member Sorrell, motion passed.
3. **Acknowledgment of Vouchers** - Vouchers were not ready.
4. **Public Comments** –Don Bell wished to voice his opinion on the non interest of the attorneys regarding the governance plan of the Airport Mater Plan. Denny Richards advised the board that there is a meeting scheduled with a backup plan if the first meeting does not go ahead as scheduled.
5. **FBO Written Report** – Winter months, business slow along with the bad weather. If the weather is good we have planes flying out of the airport. On the maintenance side they are staying stable with 3 employees and he still has one of the maintenance people on a part time basis. Denny will meet with Denny Richards after the meeting to talk about lease. No questions from the board.
6. **Airport Manager Report** –Wildlife is back with us again. Large flocks were seen in the month of December gathering at the south end of the airport, getting on the sides of the runway as well. We had no issues of bird strikes. It seems that any area that has water ponding is where they are gathering. Silt fencing was discussed. David Sypher told the board that Don Bell has gotten various pricing on this type of inexpensive solution that FAA has stated that before we implement any of these things, we need to have completed the environmental work.

Denny Wise is still waiting on the meeting with FAA regarding the approaches. The Longdons want to fly the approach a couple of more times as they felt they have found a publishing problem which would get FAA's immediate attention. Denny is pleased with the work at the areas that the city crews did on the fill at the north end of the FBO building and the other areas around. Denny also mentioned the visit by the Governor of Montana.

**7. Public Works Director Report-** David emailed his report. No questions from the board. Hangar vacancies that we have now are on an interesting rotation. Thirty years ago or longer, we began building hangars with a long term annual land leases and now we are having quite a number of them coming due, which means now they are coming into ownership of the airport. So now instead of paying 5 cents per square foot per year they will be paying something around 21 cents per square foot per month, this is a large increase. We have 4 of those that have come due. Two have moved to the Sullivan hangars, one of them was a 4 person partnership and the remaining partner lives in Portland, so he will be moving to Portland and the 4<sup>th</sup> one is staying where he is at. We also have one that was vacated and is now being remodel for a fabrication business.

David gave an update on the Master plan. The final was sent to the city and David would like to take it to the City Council on February 1, 2011 for adoption.

**Board member Futcher arrived at 3:33 pm.**

David stated that we need to adopt the plan and ALP before we can spend grant money. We do not want to lose the money.

City Manager Richards gave the airport board an update on the governance. We are now waiting on FAA as they were unhappy with the Pullman-Moscow model had a little glitch and now FAA has ask them to fix the problem and we will be moving ahead when that Is done.

Meeting Adjourned at 3:45 pm.

  
Becky Hill, Recording Secretary

  
Darold Dietz, Chairman



# WEEKLY INSPECTION LOG

AIRPORT KLS / Kelso-Longview DATE January, 2011

/ - OK \* - Correction Needed

Note Problems and Corrective Action in Space Provided and Locate on Map

**RUNWAY 12/30**

WEEK OF	1-8	9-15	16-22	23-31
<b>PAVEMENT</b>				
Debris	Sat	Sat	Sat	Sat
Ponding Water	Sat	Sat	Sat	Sat
Edge Lips	Sat	Sat	Sat	Sat
Ruts/Holes/Cracks	Sat	Sat	Sat	Sat
<b>SHOULDERS</b>				
Smooth	Sat	Sat	Sat	Sat
Grass 6" Max	Sat	Sat	Sat	Sat
Ponding Water	Sat	Sat	Sat	Sat
<b>SAFETY AREA</b>				
Smooth	Sat	Sat	Sat	Sat
Holes/Ditches	Sat	Sat	Sat	Sat
Ponding Water	yes	yes	yes	yes
Grass 12" Max	Sat	Sat	Sat	Sat
Hazardous Objects	Sat	Sat	Sat	Sat
Non-Frangible	Sat	Sat	Sat	Sat
<b>LIGHTS</b>				
Bulbs Work	Sat	Sat	Sat	Sat
Not Obscured	Sat	Sat	Sat	Sat
<b>MARKING</b>				
Visible	Sat/Fading	Sat/Fading	Sat/Fading	Sat/Fading
<b>REIL</b>				
Flash Cycle OK	Sat	Sat	Sat	Sat
Not Obscured	Sat/weeds	Sat	Sat	Sat
<b>VASI/PAPI</b>				
Bulbs Work	Sat	Sat	Sat	Sat

## PROBLEMS/ACTIONS

South PAPI's are still being visually blocked by tress on the railroad land. This situation creates a hazard they may result in FAA action.

# WEEKLY INSPECTION LOG

## CONTINUED

AIRPORT KLS / Kelso-Longview DATE January, 2011

### TAXIWAYS

### APRONS

<p><b>PAVEMENT</b></p> <p>Debris <u>Sat</u></p> <p>Ponding <u>Sat</u></p> <p>Centerline <u>Sat</u></p> <p>Holdlines <u>Sat</u></p> <p><b>SHOULDERS</b> <u>Sat</u></p> <p><b>LIGHTS/REFLECT</b> <u>Sat</u></p> <p>Bulbs Work <u>Sat</u></p> <p>Not Obscured <u>Sat</u></p> <p><b>SIGNS</b></p> <p>Lights OK <u>Sat</u></p> <p>Not Obscured <u>Sat</u></p>	<p><b>PAVEMENT</b> <u>Sat</u></p> <p><b>MARKING</b> <u>Fading</u></p> <p><b>TIE DOWNS</b> <u>Sat</u></p> <p><b>LIGHTS</b> <u>Sat</u></p> <p><b>DRAINS</b> <u>Sat</u></p> <p><b>FENCE</b> <u>Sat</u></p>
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NIGHT LIGHTING SAT

WIND INDICATOR

CONE SAT LIGHTS SAT

UNAUTHORIZED VEHICLES SAT

PEDESTRIANS SAT

BIRDS Small birds/Increasing geese/Gulls ANIMALS None

CONSTRUCTION VEHICLES OR SITES NEAR OPERATIONAL AREAS OR AFFECTING LIGHTS, THRESHOLDS, ETC.

NOTAM NEEDED? Yes ISSUED Yes DATE NA

NOTAM issued for the rotating beacon out of service.

### PROBLEMS/ACTIONS

More geese are showing up. Coyote's were not spotted this month.

INSPECTED BY D.E. Wise DATE January 31, 2010

## MONTHLY INSPECTION LOG

AIRPORT KLS / Kelso-Longview MONTH January, 2011

Indicate with "DT" if measured from displaced threshold.

APPROACHES

PROBLEM/ACTION

RUNWAY	CONTROLLING OBSTACLE	REQUIRED CLEAR SLOPE	ACTUAL CLEAR SLOPE
30	No change	No change	Sat
12	No change	No change	Sat

A Hand level/Clinometer is needed to check approaches. If not available, check if any change of controlling object.

VASI/PAPI

RUNWAY	OBSTACLE	AIMING ANGLE	DOWNWIND	UPWIND
30	No change	Req'd	1 / 2	3 / 4
		OK/Reset	/	/
12	No change	Req'd	/	/
		OK/Reset	/	/
		Req'd	/	/
		OK/Reset	/	/

PAPI: No. 1 bar is closest to runway. If the facility is owned by FAA, report new objects in approaches to your FAA Sector Office.

PERIMETER FENCE

Sat

FUEL FACILITIES General Condition of Fueling Areas Sat

Dispensing Equipment Properly Labeled Sat Ground Available and Used when Required Sat Fire Extinguishers Sat

EQUIPMENT (CFR, SNOW, ETC) General Condition

Sat

INSPECTED BY D.E. Wise DATE January 31, 2010

# Kelso Aviation Airport Management Monthly Report

## January 2011

**Preface:** This report will evolve over time. In general it will report on the Airport status, Rental Hanger status, Current issues, and Future issues. Any feedback will be appreciated.

**Airport Status:** The airport is in overall good shape. Included in this report are the attached inspection logs that detail our observations, actions and findings. I will highlight a few of them.

- a. Bird hazing/inspection have been accomplished twice a day. Small birds and large flocks of geese continue to persist. Sea gulls have also appeared in large numbers. No coyote's were spotted this month.
- b. We received several complaints about some changes the FAA made in the approach procedures for the airport. Several letters have been sent to the FAA to try to fix this problem. Denny is still trying to arrange a conference call between the pilots and the FAA.
- c. The fuel system continues to have problems with one of the level sensors.
- d. Airport lighting: Three PAPI bulbs burned out this month. As previously reported, the FAA conducted a flight check of the south PAPI system and after some tweaking, declared it back in service. They did state that some trees that are on railroad property must be removed ASAP. Awaiting resolution. There is one landing light in need of repair. Awaiting Don Bell solution.
- e. Ponding of water has become significant on the south end of the runway.
- f. There were no noise complaints or accidents this month.
- g. There were no NOTAM issued this month.



h. Airport land improvements:

1. In past reports I recommended that the cleared land be leveled. This would allow them to be maintained by mowing operations and therefore not get out of control again. The city has accomplished significant progress on these projects this month. So far, much less ponding has been observed in these areas.

Hangar Status: Two Sullivan hangars were rented to new tenants this month.

Current Issues: Issues needing short term resolution.

1. Fuel tanks still have a level sensor problem.
2. Runway “dip” problem. – Funding suggested for 2010.
3. Rotating beacon maintenance (painting). – Unfunded.  
Possible total replacement with AIP funds.
4. FBO parking lot repair. – Unfunded.
5. Paving at west ingress to the airport. – Unfunded.
6. Retention pond cleanup – A plan has been produced.  
Awaiting implementation.
7. Vegetation control around the new hangars.
8. Portions of the Wildlife Management Plan to be implemented- Awaiting implementation.
9. Security Plan Implementation – Unfunded
10. Ponding on runway 30 safety area – Unfunded
11. Master Plan

Future Issues: Issues requiring long term resolution.

1. Emergency response plan.
2. Emergency response exercise.

Conclusion: I hope the users of this report find it useful. I will continue to evolve the format and content. Again, any feedback is welcomed.

Dennis E. Wise  
Kelso Aviation





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Operations Phone 360-423-5730  
Fax 360-423-8196

## CITY OF KELSO

Public Works Department  
203 S. Pacific Ave., Suite 205  
PO Box 819  
Kelso, WA 98626

### PUBLIC WORKS FEBRUARY 10, 2011 AIRPORT BOARD REPORT

Public works provides the administrative and project management for the Airport. The following is a summary of recent activity.

**a) MASTERPLAN.**

The final Master Plan by our consultant URS is now complete and adopted by Kelso City Council February 1<sup>st</sup> 2011. After the Joint agreement working group recommends a finalized Governance agreement and funding methodology, the plan may also be taken to the Governing body for Consideration of adoption.

**b) GOVERNANCE SUMMIT.**

The subcommittee may be reconvened when the agreement working group has completed their work. The working group is made up of the managers of the four entities. The county appointed Ken Stone as their representative. The first meeting was on July 22<sup>nd</sup>. The group is working from the modified Moscow-Pullman model. Currently the various jurisdictions' attorneys and Managers are scheduled to meet again March 1st.

**c) HANGAR VACANCIES.**

As of 2.9.11 we have eight hangars empty. Two west side hangars (24, &31) and six East side hangars (A-1, A-5, A-10, A-11, B-2, &C-4).

**d) BURLINGTON NORTHERN SANTA FE RAILWAY COMPLIANCE**

The lease application and fee is complete and submitted. BNSF has notified us that the permit will be granted for \$600.00 per year. The agreement is being drafted and the details will soon enter the negotiation phase.

**e) MAINTENANCE PROJECTS**

It is planned that projects will resume with the new governance regime. Some simple projects such as bay door repairs are in process.

**f) CIP PROJECTS**

The next step for our CIP projects is in process with scope development. Our Consultant, Reid Middleton, will commence work upon ratification of their contract.

I trust the information provided is useful and beneficial. If you have any additional questions or clarifications, please do not hesitate to contact David Sypher at 577-3370.